

Provider Enrollment Portal

Vaccines.gov Vaccine Site Locator User Guide

For users linked to organizations reporting on NCIR only

Version 2, January 18, 2022



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Immunization Inquiry

If you would like to speak with a help desk agent regarding your inquiry, you may reach us by calling (877) 873-6247. Our hours of operation are Monday thru Friday, 7 AM to 7 PM and Saturday from 8 AM to 4 PM.

* I am part of a/the:

Provider Organization

* Provider Organization

NCID

* First Name

* Email

* Last Name

Phone Number

Request Information

* Inquiry Type

-- None --

* Request Type

-- None --

* Description of Request

Submit

If you have any questions, issues or requests, please submit an Immunization Inquiry webform available at https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee

You can also call the NC Vaccines Help Desk at **(877) 873-6247** and select option 1.

Help desk is available during the following hours:
Monday to Friday: 7:00 AM – 7:00 PM ET
Saturday: 8:00 AM – 4:00 PM ET

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Overview

Share your vaccination site(s) information with the general public on Vaccines.gov

[Vaccines.gov](https://www.vaccines.gov) helps the general public find clinics, pharmacies, and other locations that offer COVID-19 vaccines in the United States.

As you enrolled in the North Carolina program and selected NCIR as your organization's reporting system, know that you are required to display each of your COVID-19 vaccination sites if you are offering the vaccine to the general public. You can do so by updating the location information on the Provider Enrollment Portal at [Covid-enroll.ncdhhs.gov](https://covid-enroll.ncdhhs.gov).

This user guide outlines how users with an Organization Administrator or Vaccine Coordinator profile can maintain their location's information to be displayed on Vaccines.gov through the Provider Enrollment Portal.

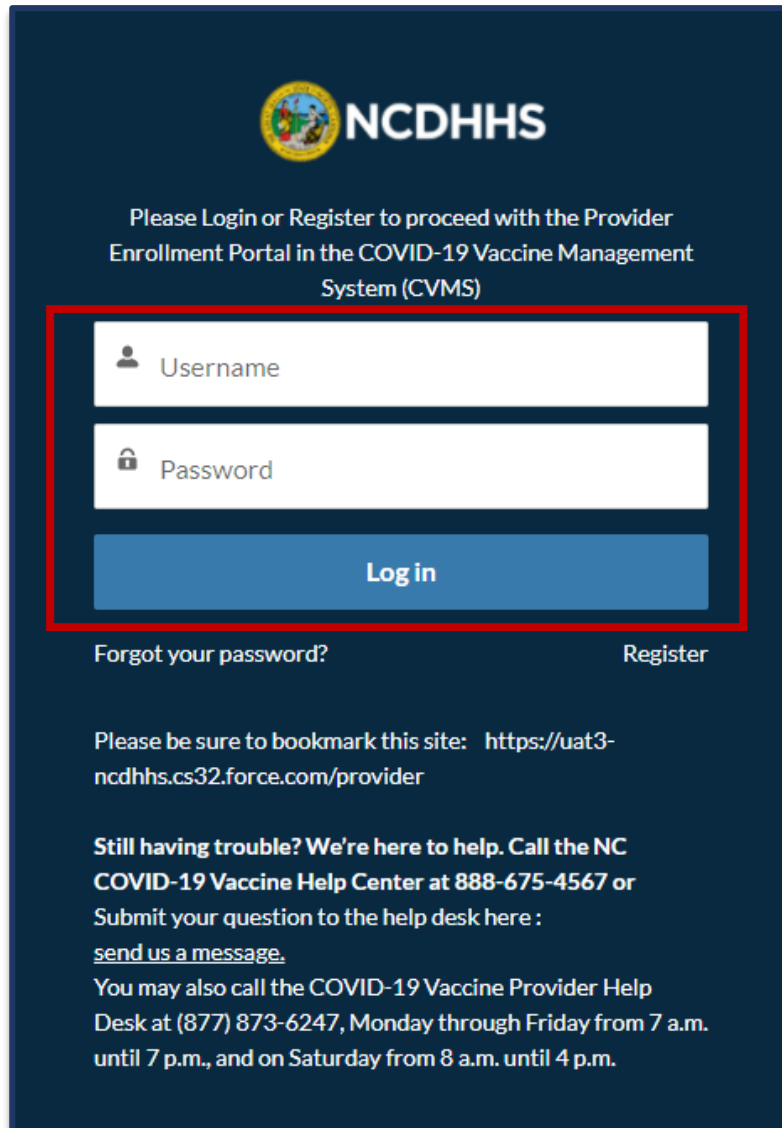
Now, let's get started!


The screenshot displays the Vaccines.gov website interface. At the top, there is a navigation bar with the 'WE CAN DO THIS' logo, the 'Vaccines.gov' title, and links for 'Home', 'Find COVID-19 Vaccines', 'Find Flu Vaccines', 'Español', and the CDC logo. A light blue banner below the navigation bar provides a phone number for help: 'Need help finding a COVID-19 vaccine in the U.S.? Call 1-800-232-0233 (TTY 1-888-720-7489)'. The main content area is titled 'COVID-19 vaccine locations within 25 miles of 27603' and specifies 'with Pfizer-BioNTech (age 12+) and appointments available'. It is powered by 'VaccineFinder'. On the right, a map shows the Raleigh area with numerous blue circular markers numbered 1 through 49, representing vaccine locations. A pop-up window for 'Dorothea Dix Park' is visible, showing its address (1985 Umstead Dr, Raleigh, NC 27603) and phone number (919-390-2550). On the left, a list of vaccine locations is provided:

- 1. [GLENWOOD SOUTH PHARMACY + MARKET #346642](#)
401 Glenwood Ave Ste 101, Ste 101, Raleigh, NC 27603
📍 Check appointment availability (vaccines in stock)
0.37 miles
- 2. [Dorothea Dix Park](#)
1985 Umstead Dr, Raleigh, NC 27603
📍 Check appointment availability (vaccines in stock)
0.89 miles
- 3. [Walgreens Co. #17919](#)
1900 Cameron St, Raleigh, NC 27605
✅ COVID-19 appointments available
0.91 miles
- 4. [WFBH Family Medicine - Jonesville](#)
4000 South Swain Street Extension, Jonesville, NC


How to Edit your Main Location Details Displayed on Vaccines.gov


Step 1 of 12: Login to Provider Enrollment Portal



 **NCDHHS**

Please Login or Register to proceed with the Provider Enrollment Portal in the COVID-19 Vaccine Management System (CVMS)

 Username

 Password

Log in

[Forgot your password?](#) [Register](#)

Please be sure to bookmark this site: <https://uat3-ncdhhs.cs32.force.com/provider>

Still having trouble? We're here to help. Call the NC COVID-19 Vaccine Help Center at 888-675-4567 or Submit your question to the help desk here : [send us a message.](#)

You may also call the COVID-19 Vaccine Provider Help Desk at (877) 873-6247, Monday through Friday from 7 a.m. until 7 p.m., and on Saturday from 8 a.m. until 4 p.m.

1. User your Internet browser to navigate to the NCDHHS Provider Enrollment Portal login page at [Covid-enroll.ncdhhs.gov](https://uat3-ncdhhs.cs32.force.com/provider)
2. Enter your Username and Password
3. Click **LOG IN**

Audience

Organization Administrator


Vaccine Coordinator

Tips

Your username is the email address provided upon registration.

Step 2 of 12: Navigate to Vaccines.gov Locations

1. Click on the **VACCINES.GOV LOCATION** tab



Allison Idk

Home

CEO Review/Sign

CMO Review/Sign

Provider Enrollment Locations

Vaccines.gov Locations

The CDC's Vaccine Site Locator website, Vaccines.gov, allows people to search for COVID-19 vaccine providers near them and obtain information on how to schedule an appointment and receive the COVID 19 vaccine.

All COVID-19 vaccine providers and community COVID 19 vaccine events should be listed on the Vaccine Site Locator website, even if you do not have available appointments, unless you are a provider that is only vaccinating your own patients (e.g. a long-term care facility, correctional facility, primary care provider only vaccinating existing patients).

[View More](#)

New Vaccines.gov Location

Location	Account	Display on Vaccine Site Locator	Address	Available Vaccine Brands
Allison's first location	Allison's first location	No	1901 South Calumet Ave Unit 2302, Chicag...	
Pop-Up Location	Allison's first location	Yes	123 Test Dr, Raleigh, North Carolina 27609 ...	Janssen Products, LP;Moderna US, Inc.
Kevin's Pharmacy	Allison's first location	Yes	123 Test Dr, Raleigh, North Carolina 27609 ...	Moderna US, Inc.;Pfizer-BioNtech PEDS (ag...

Audience

Organization Administrator

Vaccine Coordinator

Tips

The Vaccines.gov Locations tab will appear once enrollment is approved (or onboarding is complete if migrating from using CVMS to NCIR as your COVID-19 reporting system).

Step 3 of 12: Open Your Vaccines.gov Location Record

- 1. Open record by clicking on the name of the location
- 2. Either click on the **PENCIL ICON** or **EDIT** button

HomeCEO Review/SignCMO Review/SignProvider Enrollment LocationsVaccines.gov Locations

The CDC's Vaccine Site Locator website, Vaccines.gov, allows people to search for COVID-19 vaccine providers near them and obtain information on how to schedule an appointment and receive the COVID 19 vaccine.

All COVID-19 vaccine providers and community COVID 19 vaccine events should be listed on the Vaccine Site Locator website, even if you do not have available appointments, unless you are a provider that is only vaccinating your own patients (e.g a long-term care facility, correctional facility, primary care provider only vaccinating existing patients).

[View More](#)

New Vaccines.gov Location

Location	Account	Display on Vaccine Site Locator	Address	Available Vaccine Brands
Allison's first location	Allison's first location	No	1901 South Calumet Ave Unit 2302, Chicag...	
Pop-Up Location	Allison's first location			
Kevin's Pharmacy	Allison's first location			

HomeCEO Review/SignCMO Review/SignProvider Enrollment LocationsVaccines.gov Locations

LocationAllison's first location

Edit

Information

Location Name

Allison's first location

Event Type

Not Applicable

Scheduling Information

Display on Vaccine Site Locator

No

Appointment Phone

Available Vaccine Brands

Account

Allison's first location

Appointment Scheduling Website

Edit Display on Vaccine Site Locator

Audience

Organization Administrator

Vaccine Coordinator

Step 4 of 12: Change Location Name

Edit Allison's first location

Information

* Location Name

* Account

* Event Type

Scheduling Information

Display on Vaccine Site Locator

Appointment Scheduling Website

Appointment Phone

Provider Website

Available Vaccine Brands

Available: Janssen Products, LP, Moderna US, Inc., Pfizer-BioNtech (ag...
Chosen: Pfizer-BioNtech PE...

Address

* Street Address

Street Address 2

* City

* County

* State

* Postal Code

Provider Survey for VaccineFinder Sites

Do you accept insurance?

Do you accept walk-ins?

Do you provide in-home vaccination?

Cancel Save & New Save

1. You can edit the **LOCATION NAME** to change the name that displays on the Vaccine Site Locator website

Please ignore the event type field. It will be set to "Not Applicable" for your primary enrolled location.

Audience

Organization Administrator

Vaccine Coordinator

Tips

The **LOCATION NAME** field will have to be less than 80 characters.

Click **SAVE** to save any changes.

Step 5 of 12: ADD or REMOVE a Location from the Vaccine Site Locator Website

Edit Allison's first location

Information

* Location Name
Allison's first location

* Account
Allison's first location

* Event Type
Not Applicable

Scheduling Information

Display on Vaccine Site Locator
No

Appointment Scheduling Website

Appointment Phone

Provider Website

Available Vaccine Brands

Available
Janssen Products, LP
Moderna US, Inc.
Pfizer-BioNtech (ag...
Pfizer-BioNtech PE...

Chosen

Address

* Street Address
1901 South Calumet Ave

Street Address 2
Unit 2302

* City
Chicago

* County
Yadkin

* State
North Carolina

* Postal Code
60616

Provider Survey for VaccineFinder Sites

Do you accept insurance?
No

Do you accept walk-ins?
--None--

Do you provide services for Non-English Speakers?

Do you provide in-home vaccinations?

Cancel Save & New Save

1. Select **Yes** to **DISPLAY ON VACCINE SITE LOCATOR** to *add* your site to the Vaccine Site Locator website

- This should ALWAYS be checked if your location provides COVID-19 vaccines to the general public

Or Select **No** to *remove* your site

- Only select No if your location is a correctional facility, long-term care facility, or a location that is providing COVID-19 vaccines within a restricted group of recipients

Audience

Organization
Administrator

Vaccine Coordinator

Step 6 of 12: Add an Appointment Scheduling Phone Number and Website

Edit Allison's first location

Information

* Location Name
Allison's first location

* Account
Allison's first location

* Event Type
Not Applicable

Scheduling Information

Display on Vaccine Site Locator
No

Appointment Phone

Appointment Scheduling Website

Provider Website

Available Vaccine Brands

Available

Janssen Products, LP
Moderna US, Inc.
Pfizer-BioNtech (ag...
Pfizer-BioNtech PE...

Chosen

Address

* Street Address
1901 South Calumet Ave

Street Address 2
Unit 2302

* City
Chicago

* County
Yadkin

* State
North Carolina

* Postal Code
60616

Provider Survey for VaccineFinder Sites

Do you accept insurance?
No

Do you accept walk-ins?
--None--

Do you provide services for Non-English Speakers?
Do you provide in-home vaccinations?

Cancel Save & New Save

Enter at least one of the following:

1. A valid **APPOINTMENT SCHEDULING WEBSITE** link to your location's website
 - You should enter the full URL for the website where people can book appointments if applicable
2. A valid **APPOINTMENT PHONE NUMBER**
 - This should be a public phone number that people can call for appointments or information

You can also add the following information:

3. Your organization Website URL (optional)

Audience

Organization
Administrator

Vaccine Coordinator

Step 7 of 12: Identify Vaccine Brands Your Location Is Administering

Edit Allison's first location

Information

* Location Name
Allison's first location

* Account
Allison's first location

* Event Type
Not Applicable

Scheduling Information

Display on Vaccine Site Locator
No

Appointment Scheduling Website

Appointment Phone

Provider Website

Available Vaccine Brands

Available	Chosen
Janssen Products, LP	
Moderna US, Inc.	
Pfizer-BioNtech (ag...	
Pfizer-BioNtech PE...	

Address

* Street Address
1901 South Calumet Ave

Street Address 2
Unit 2302

* City
Chicago

* County
Yadkin

* State
North Carolina

* Postal Code
60616

Provider Survey for VaccineFinder Sites

Do you accept insurance?
No

Do you accept walk-ins?
--None--

Do you provide support for Non-English Speakers?

Do you provide in-home vaccination?

Cancel Save & New Save

Please follow the instructions below:

1. **ADD** COVID-19 vaccine brands available at your location by selecting them in the **Available Box** and clicking the Right-facing Arrow ➡ to move them to the Chosen Box
2. **REMOVE** the vaccine brands no longer available by selecting them in the **Chosen Box**, and clicking the Left facing Arrow ⬅ to move them to the Available Box
3. Continue with any other edits to your location and **SAVE**

Note that you will need to **MANUALLY** manage the COVID-19 vaccine brands people will see on Vaccines.gov.

Audience

Organization
Administrator

Vaccine Coordinator

Tips

If you were using CVMS previously, know that inventory brands will no longer be automatically assigned any you will need to manually update them as needed.

Step 8 of 12: Update Your Address

Edit Allison's first location

Information

* Location Name
Allison's first location

* Account
Allison's first location

* Event Type
Not Applicable

Scheduling Information

Display on Vaccine Site Locator
No

Appointment Scheduling Website

Appointment Phone

Provider Website

Available Vaccine Brands

Available
Janssen Products, LP
Moderna US, Inc.
Pfizer-BioNtech (ag...
Pfizer-BioNtech PE...

Chosen

Address

* Street Address
1901 South Calumet Ave

Street Address 2
Unit 2302

* City
Chicago

* County
Yadkin

* State
North Carolina

* Postal Code
60616

Provider Survey for VaccineFinder Sites

Do you accept insurance?
No

Do you accept walk-ins?
--None--

Do you provide services for Non-English Speakers?
Do you provide in-home vaccinations?

Cancel Save & New Save

1. Review and Edit **ADDRESS** details, if necessary
 - The public will use the address listed to navigate to the vaccination site

Audience

Organization
Administrator

Vaccine Coordinator

Step 9 of 12: Complete Provider Survey (Optional)

Edit Allison's first location

Provider Survey for VaccineFinder Sites

Do you accept insurance?
No

Do you accept walk-ins?
--None--

Provide Support for Non-English Speaker?
No

Are you providing in-home vaccinations?
No

Participant Name ⓘ

Participant Email ⓘ

Pre Screen Web Address ⓘ

Language

Supporting Languages ⓘ

Available

English

Spanish

French

Chinese

Portuguese

German

Japanese

Korean

Arabic

Hindi

Chosen

If Other, Enter Supporting Language(s)

Appointment Schedule

Appointment Schedule Instructions ⓘ

Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Cancel Save & New Save

Complete the **PROVIDER SURVEY** for your vaccination location to share additional information with the public (optional):

1. **Do you Accept Insurance?**
2. **Do you accept walk-ins** (or only appointments)?
3. **Provider Support for Non-English Speaker?** If the answer is Yes, select the additionally supported languages (see next slide of this user guide)
4. **Are you providing in-home vaccinations?**
5. **Participant Name and Email:** this information will not be displayed on the website, but will serve as a point of contact if there are any questions from NCDHHS
6. **PreScreen Web Address:** enter the direct link to your organization or jurisdiction's pre-screener that is required to make an appointment (if applicable and different from the Appointment Scheduling Website)

Audience

Organization Administrator

Vaccine Coordinator

Tips

Hover over the circle information icon for additional guidance on how to answer each question.

Step 10 of 12: Select the Supported Languages (Optional)

1. Select the **LANGUAGES** that you support at this location

Edit Allison's first location

Provider Survey for VaccineFinder Sites

Do you accept insurance?

Do you accept walk-ins?

Provide Support for Non-English Speaker?

Are you providing in-home vaccinations?

Participant Name

Participant Email

Pre Screen Web Address

Language

Supporting Languages

Available

- English
- Spanish
- French
- Chinese
- Portuguese
- German
- Japanese
- Korean
- Arabic
- Hindi

Chosen

If Other, Enter Supporting Language(s)

Appointment Schedule

Appointment Schedule Instructions

Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Audience

Organization
Administrator

Vaccine Coordinator

Step 11 of 12: Enter the Appointment Schedule (Optional)

Edit Allison's first location

Portuguese

German

Japanese

Korean

Arabic

Hindi

If Other, Enter Supporting Language(s)

Appointment Schedule

Appointment Schedule Instructions

Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Monday Start Time	Monday End Time
--None--	--None--
Tuesday Start Time	Tuesday End Time
--None--	--None--
Wednesday Start Time	Wednesday End Time
--None--	--None--
Thursday Start Time	Thursday End Time
--None--	--None--
Friday Start Time	Friday End Time
--None--	--None--
Saturday Start Time	Saturday End Time
--None--	--None--
Sunday Start Time	Sunday End Time
--None--	--None--

Created By

Jennifer Yu, 12/6/2021, 3:16 PM

Last Modified By

Allison Idk, 12/7/2021, 3:35 PM

Cancel

Save & New

Save

1. Enter the **APPOINTMENT SCHEDULE** (opening hours during which the public can receive a COVID-19 vaccine at your location)
2. Review and **SAVE**

Audience

Organization Administrator


Vaccine Coordinator

Step 12 of 12: Receive Confirmation of Changes

ALWAYS CLICK SAVE AFTER YOU ARE DONE

Once you have created the location and saved the changes, a success notification will appear at the top of the screen.

If your new location does not populate on Vaccines.gov within 7 business days, contact the [NC Vaccines Help Desk](#) for assistance.



NC DHHS
CVMS Provider Enrollment

Location

Allison's First Location

was saved.

Allison IdK

Home

CEO Review/Sign

CMO Review/Sign

Provider Enrollment Locations

Vaccines.gov Locations

Location

Allison's first location

Edit

Information

Location Name

Allison's first location

Event Type

Not Applicable

Scheduling Information

Display on Vaccine Site Locator

No

Appointment Phone

Available Vaccine Brands

Address

Street Address

1901 South Calumet Ave

City

Chicago

State

North Carolina

Provider Survey for VaccineFinder Sites

Do you accept insurance?

No

Provide Support for Non-English Speaker?

No

Participant Name

Pre Screen Web Address

Language

Account

Allison's first location

Appointment Scheduling Website

Provider Website

Street Address 2

Unit 2302

County

Yadkin

Postal Code

60616

Do you accept walk-ins?

Are you providing in-home vaccinations?

No

Participant Email

Audience

Organization Administrator

Vaccine Coordinator

How to Display a “Pop-Up” Vaccine Clinic Location on Vaccines.gov

Step 1 of 9: Navigate to Vaccines.gov Locations


You may want to add a “pop-up” vaccine clinic location on the Vaccine Site Locator website (e.g., if you’re hosting a pop-up community COVID-19 vaccine event). Note that this does not impact allocations of where doses are shipped. To do so,

- 1. Navigate to the **VACCINES.GOV LOCATION** tab
- 2. Click the **NEW VACCINES.GOV LOCATION** button

Audience

Organization Administrator

Vaccine Coordinator



Allison Idk

Home

CEO Review/Sign

CMO Review/Sign

Provider Enrollment Locations

Vaccines.gov Locations

The CDC’s Vaccine Site Locator website, Vaccines.gov, allows people to search for COVID-19 vaccine providers near them and obtain information on how to schedule an appointment and receive the COVID 19 vaccine.

All COVID-19 vaccine providers and community COVID 19 vaccine events should be listed on the Vaccine Site Locator website, even if you do not have available appointments, unless you are a provider that is only vaccinating your own patients (e.g. a long-term care facility, correctional facility, primary care provider only vaccinating existing patients).

[View More](#)

New Vaccines.gov Location

Location	Account	Display on Vaccine Site Locator	Address	Available Vaccine Brands
Allison’s first location	Allison’s first location	No	1901 South Calumet Ave Unit 2302, Chicag...	
Pop-Up Location	Allison’s first location	Yes	123 Test Dr, Raleigh, North Carolina 27609 ...	Janssen Products, LP;Moderna US, Inc.
Kevin’s Pharmacy	Allison’s first location	Yes	123 Test Dr, Raleigh, North Carolina 27609 ...	Moderna US, Inc.;Pfizer-BioNtech PEDS (ag...

Step 2 of 9: Enter New Location Information

1. Enter **LOCATION NAME** (location name must be less than 80 characters)
2. Select an **ACCOUNT**
 - Select your enrolled location account (search by typing the first 3 letters if not showing)
3. Select the **EVENT TYPE**
 - Select “Short Term Event” if the location is a pop-up event that will run for less than 3 weeks
 - Select “Long Term Event” if the location is an event that will run for 3 weeks or longer
4. Set **DISPLAY ON VACCINE SITE LOCATOR** field to **YES**

Audience

Organization
Administrator

Vaccine Coordinator

The screenshot shows a web form titled "New Location: Pop-Up Locations". The form is divided into several sections. A red box highlights the "Information" section, which includes the "Location Name" field, the "Event Type" dropdown menu, and the "Scheduling Information" section. The "Event Type" dropdown is open, showing options: "--None--", "Short Term Community Event", and "Long Term Community Event". The "Scheduling Information" section includes the "Display on Vaccine Site Locator" dropdown, which is also open, showing options: "Yes", "--None--", "No", and "Yes" (with a checkmark). The "Display on Vaccine Site Locator" dropdown is highlighted with a blue box. The "Location Name" field is also highlighted with a blue box. The "Account" field is highlighted with a red box and shows a search bar with the text "Search Accounts...". The "Appointment Phone" field is empty. The "Appointment Scheduling Website" field is empty. The "Provider Website" field is empty. The "Available Vaccine Brands" section shows a list of brands: Janssen Products, LP, Moderna US, Inc., Pfizer-BioNtech (age...), and Pfizer-BioNtech PE... The "Chosen" section is empty. At the bottom of the form are three buttons: "Cancel", "Save & New", and "Save".

Step 3 of 9: Enter your Appointment Phone Number and/or Website

New Location: Pop-Up Locations

Information

* Location Name

* Account

* Event Type

Scheduling Information

Display on Vaccine Site Locator

Appointment Phone

Appointment Scheduling Website

Provider Website

Address

* Street Address

Street Address 2

* City

* County

* State

* Postal Code

Provider Survey for VaccineFinder Sites

Do you accept insurance?

Do you accept walk-ins?

Provide Support for Non-English Speaker?

Are you providing in-home vaccinations?

Enter at least one of the following:

1. A valid **APPOINTMENT SCHEDULING WEBSITE** link to your location's website
 - You should enter the full URL for the website where people can book appointments if applicable
2. A valid **APPOINTMENT PHONE NUMBER**
 - This should be a public phone number that people can call for appointments or information

You can also add the following:

3. Your organization Website address (optional)

Audience

Organization
Administrator

Vaccine Coordinator

Step 4 of 9: Identify Vaccine Brands Your Location Would Administer

New Location: Pop-Up Locations

Information

* Location Name

* Account

* Event Type

Scheduling Information

Display on Vaccine Site Locator

Appointment Phone

Appointment Scheduling Website

Provider Website

Available Vaccine Brands

Available	Chosen
Janssen Products, LP	
Moderna US, Inc.	
Pfizer-BioNtech (ag...	
Pfizer-BioNtech PE...	

Address

* Street Address

* City

* State

Street Address 2

* County

* Postal Code

Provider Survey for VaccineFinder Sites



Do you accept insurance?

Do you accept walk-ins?

Provide Support for Non-English Speaker?

Are you providing in-home vaccinations?

Please follow the instructions below:

1. **ADD** COVID-19 vaccine brands available at your location by selecting them in the **Available Box** and clicking the Right-facing Arrow  to move them to the Chosen Box
2. **REMOVE** the vaccine brands no longer available by selecting them in the **Chosen Box**, and clicking the Left facing Arrow  to move them to the Available Box
3. Continue with any other edits to your location and **SAVE**

Note that you will need to **MANUALLY** manage the vaccine brands people will see on Vaccines.gov.

Audience

Organization
Administrator

Vaccine Coordinator

Step 5 of 9: Enter Your Location Address

New Location: Pop-Up Locations

Information

* Location Name

* Account

* Event Type

Scheduling Information

Display on Vaccine Site Locator

Appointment Scheduling Website

Appointment Phone

Provider Website

Available Vaccine Brands

Available Chosen

Janssen Products, LP

Moderna US, Inc.

Pfizer-BioNtech (ag...

Pfizer-BioNtech PE...

Address

* Street Address

Street Address 2

* City

* County

* State

* Postal Code

Provider Survey for VaccineFinder Sites

Do you accept insurance?

Do you accept walk-ins?

Provide Support for Non-English Speaker?

Are you providing in-home vaccinations?

1. Enter **ADDRESS** details

- The public will use the address listed to navigate to the vaccination site

Audience

Organization
Administrator

Vaccine Coordinator

Step 5 of 9: Enter Survey Information (Optional)

New Location: Pop-Up Locations

Address

* Street Address 1

Street Address 2

* City

* County

* State

* Postal Code

Provider Survey for VaccineFinder Sites

Do you accept insurance?

Do you accept walk-ins?

Provide Support for Non-English Speaker?

Are you providing in-home vaccinations?

Participant Name

Participant Email

Pre Screen Web Address

Language

Supporting Languages

Available

- English
- Spanish
- French
- Chinese
- Portuguese
- German
- Japanese
- Korean
- Arabic

Chosen

Complete the **PROVIDER SURVEY** for your vaccination location to share additional information with the public:

1. **Do you Accept Insurance?**
2. **Do you accept walk-ins** (or only appointments)?
3. **Provider Support for Non-English Speaker?**
If the answer is Yes, select also supported languages (see next slide in this user guide)
4. **Are you providing in-home vaccinations?**
5. **Participant Name and Email:** this information will not be displayed on the Vaccine Site Locator website, but will serve as a point of contact if there are any questions from NCDHHS
6. **PreScreen Web Address:** enter the direct link to your organization or jurisdiction's pre-screener that is required to make an appointment (if applicable and different from the Appointment Scheduling Website)

Audience

Organization
Administrator

Vaccine Coordinator

Step 6 of 9: Enter Languages Supported (Optional)

- 1. Select the **LANGUAGES** that you support at this location

New Location: Pop-Up Locations

* City

* State

--None--

* County

--None--

* Postal Code

Provider Survey for VaccineFinder Sites

Do you accept insurance?

No

Do you accept walk-ins?

--None--

Provide Support for Non-English Speaker?

No

Are you providing in-home vaccinations?

No

Participant Name

Participant Email

Pre Screen Web Address

Language

Supporting Languages

Available

English

Spanish

French

Chinese

Portuguese

German

Japanese

Korean

Arabic

Hindi

Chosen

If Other, Enter Supporting Language(s)

Cancel


Save & New

Save

Audience

Organization Administrator

Vaccine Coordinator



NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

26

Step 7 of 9: Enter Operating Hours (Optional)

New Location: Pop-Up Locations

French
Chinese
Portuguese
German
Japanese
Korean
Arabic
Hindi

If Other, Enter Supporting Language(s)

Appointment Schedule

Appointment Schedule Instructions ⓘ
Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Monday Start Time	Monday End Time
--None--	--None--
Tuesday Start Time	Tuesday End Time
--None--	--None--
Wednesday Start Time	Wednesday End Time
--None--	--None--
Thursday Start Time	Thursday End Time
--None--	--None--
Friday Start Time	Friday End Time
--None--	--None--
Saturday Start Time	Saturday End Time
--None--	--None--
Sunday Start Time	Sunday End Time
--None--	--None--

Cancel Save & New **Save**

1. Enter the **APPOINTMENT SCHEDULE** (opening hours during which the public can receive a vaccine at your location)
2. Click **SAVE**

Monday Start Time

--None--

✓ --None--
00:00 AM
00:15 AM
00:30 AM
00:45 AM
01:00 AM
01:15 AM

Audience

Organization
Administrator

Vaccine Coordinator

Step 8 of 9: Confirmation

ALWAYS CLICK SAVE AFTER YOU ARE DONE

Once you are created the location and saved the changes, a success notification will appear at the top of the screen.

If your new location does not populate on Vaccines.gov within 7 business days, contact the [NC Vaccines Help Desk](#) for assistance.

NCDHHS

CVMS Provider Enrollment

Location

Pop-Up Location

was saved.

Allison Idk

Home

CEO Review/Sign

CMO Review/Sign

Provider Enrollment Locations

Vaccines.gov Locations

Location

Pop-Up Location

Edit

Information

Location Name

Pop-Up Location

Event Type

Short Term Community Event

Scheduling Information

Display on Vaccine Site Locator

Yes

Appointment Phone

555-555-5555

Available Vaccine Brands

Janssen Products, LP;Moderna US, Inc.

Address

Street Address

123 Test Dr

City

Raleigh

State

North Carolina

Provider Survey for VaccineFinder Sites

Do you accept insurance?

No

Provide Support for Non-English Speaker?

No

Participant Name

Pre Screen Web Address

Language

Account

Allison's first location

Appointment Scheduling Website

www.google.com

Provider Website

Street Address 2

County

Wake

Postal Code

27609

Do you accept walk-ins?

Are you providing in-home vaccinations?

No

Participant Email

Audience

Organization Administrator

Vaccine Coordinator

NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

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How to Maintain Available Vaccine Brands

Maintain Vaccine Inventory

Locations on Vaccines.gov are displayed based on COVID-19 vaccine brands available. So, this information needs to remain up-to-date for the general public.

When a COVID-19 vaccine brand is de-selected from the **CHOSEN** list, the location will not appear on the Vaccine Site Locator website when a recipient searches by that vaccine brand.

Audience

Organization
Administrator

Vaccine Coordinator

COVID-19 vaccines are available to everyone 5 and older.

Find a Vaccine or Booster

☐ Pfizer-BioNTech (age 5-11)

☒ Pfizer-BioNTech (age 12+)

☒ Moderna (age 18+)

☒ Johnson & Johnson/Janssen (one dose; age 18+)

Zip Code

[Need a ride?](#)

[Need to be vaccinated at home?](#)

[Information about vaccine boosters](#)

Step 1 of 2: Navigate to your Location Record

- 1. Click on the Vaccines.gov Locations tab
- 2. Click on your location name to open the record
- 3. Open record by clicking on the name of the location
- 4. Either click on the **PENCIL ICON** or **EDIT** button

HomeCEO Review/SignCMO Review/SignProvider Enrollment LocationsVaccines.gov Locations

The CDC's Vaccine Site Locator website, Vaccines.gov, allows people to search for COVID-19 vaccine providers near them and obtain information on how to schedule an appointment and receive the COVID 19 vaccine.

All COVID-19 vaccine providers and community COVID 19 vaccine events should be listed on the Vaccine Site Locator website, even if you do not have available appointments, unless you are a provider that is only vaccinating your own patients (e.g. a long-term care facility, correctional facility, primary care provider only vaccinating existing patients).

[View More](#)

New Vaccines.gov Location

Location	Account
Allison's first location	Allison's first location
Pop-Up Location	Allison's first location
Kevin's Pharmacy	Allison's first location

HomeCEO Review/SignCMO Review/SignProvider Enrollment LocationsVaccines.gov Locations

LocationAllison's first location

Information

Location NameAllison's first location

Event Type¹Not Applicable

Scheduling Information

Display on Vaccine Site Locator¹No

Appointment Phone¹

Available Vaccine Brands

AccountAllison's first location

Appointment Scheduling Website¹

Edit Display on Vaccine Site Locator

Edit

Audience

Organization Administrator

Vaccine Coordinator

Step 2 of 2: Edit Your Available Vaccines Brands

Edit Allison's first location

Information

* Location Name
Allison's first location

* Account
Allison's first location

* Event Type
Not Applicable

Scheduling Information

Display on Vaccine Site Locator
No

Appointment Scheduling Website

Appointment Phone

Provider Website

Available Vaccine Brands

Available	Chosen
Janssen Products, LP	
Moderna US, Inc.	
Pfizer-BioNtech (ag...	
Pfizer-BioNtech PE...	

Address

* Street Address
1901 South Calumet Ave

Street Address 2
Unit 2302

* City
Chicago

* County
Yadkin

* State
North Carolina

Postal Code
60616

Provider Survey for VaccineFinder Sites

Do you accept insurance?
No

Do you accept walk-ins?
--None--

Do you provide language assistance?
Do you provide language assistance?

Cancel Save & New **Save**

Please follow the instructions below:

1. **ADD** vaccine brands available at your location by selecting them in the **Available Box** and clicking the Right-facing Arrow ➡ to move them to the Chosen Box
2. **REMOVE** the vaccine brands no longer available by selecting them in the **Chosen Box**, and clicking the Left facing Arrow ⬅ to move them to the Available Box
3. Click **SAVE**

Audience

Organization
Administrator

Vaccine Coordinator

Appendix

Additional Notes



Key Items:


Hyperlinks appear as light blue and will provide additional information or navigation.

* Red asterisks are used to denote required information.

 A Toggle can be clicked to see selectable options.

 A Pen can be clicked to make edits to the field.

  Navigation Buttons can be clicked on to progress to the “next” or the “previous” step in a task.

 A Pause button can be clicked if you wish to step away / and return to your form later. You will be prompted to review your previously entered data upon your return/ login.

Supported Web Browsers:

- Please use the latest version of Chrome, Firefox, Safari, or Edge browsers to access the Provider Enrollment Portal.
- For more information on supported browsers, see https://help.salesforce.com/articleView?id=getstart_browsers_sfx.htm&type=5
- Internet Explorer and older versions of Edge browsers are not supported.

User Guide Change Log

Version	Date of Change	Changes Made	Author
1	12/10/2021	<ul style="list-style-type: none">Initial document	Niya Nelson
2	1/18/2022	<ul style="list-style-type: none">Updates to document	Renee Safran